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REPORT OF HAZARDOUS DUTY COMMITTEE

1. In accordance with instructions from the Acting Executive, the Hazardous Duty Committee submits herewith a report relating to benefits which should be made available to employees of CIA whose duties may be classified as "hazardous". (Membership of the Hazardous Duty Committee is as follows:

25X1A [redacted] Personnel Staff, Chairman
[redacted] DSO
[redacted] OPC
George E. Meloon, Special Support Staff
25X1A [redacted] Special Support Staff
[redacted] Special Support Staff
Walter L. Pforzheimer, Legal Staff.)

2. The Committee will report herein on two separate plans. Plan I will consist of the over-all long-range plan which this Committee feels should be applicable to career employees of CIA who are engaged at one time or another in hazardous duties. Plan II has been drawn up with a view in mind of immediate implementation to meet current needs in light of the possible national emergency or war. In Plan II there are no requirements for additional legislation and with the approval of the DCI the plan could be implemented immediately within CIA. Plan II has been drawn not merely in contemplation of possible needs, but has been designed to take care of current expressed needs of the covert offices.

3. There are attached hereto three appendices which set forth in considerable detail various aspects of the two plans which are set forth below. Appendix A outlines the benefits which would be applicable for employees who engage in hazardous service. Included in those benefits are additional retirement benefits. Due to the complexity of that particular subject, Appendix B sets forth the necessary changes to be accomplished in the Civil Service Retirement Act and the purposes to be accomplished by the changes. Appendix C sets forth the standards by which the Hazardous Duty Board (later described) would be guided in determining the eligibility of an employee for hazardous and extra-hazardous duty benefits.

4. This Committee is aware that at the present time CIA is engaged in correspondence with the Civil Service Commission and the General

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Accounting Office to determine the views of those agencies as to the applicability of Section 1 (d) of the Civil Service Retirement Act to employees of CIA. (That particular section provides earlier retirement and other benefits for investigatory personnel such as personnel of FBI, Secret Service, etc.) As far as can be determined, no officials in CIA had been previously advised that this particular section was intended to cover CIA employees. Further, the Legal Staff has advised informally that they are of the opinion that CIA employees are not so covered. In the event the views of GAO and CSC are negative, there would be no effect on the proposed legislation concerning retirement recommended by this Committee. In the event it is determined that CIA employees are covered, it is the recommendation of this Committee that the proposed legislative changes specifically except CIA employees from Section 1 (d) of the Retirement Act. This recommendation is based on the fact that administration of Section 1 (d) as it would apply to CIA employees is administratively unwieldy and in any event would contravene established security principles of CIA. *

5. Plan I has been designed to facilitate a career concept for those employees of CIA who normally are required to accept overseas service during their career. The very nature of the work performed by CIA employees, and particularly while abroad, subjects them to certain hazards which are unlike those undergone by employees of any other government agencies. In addition, the restrictive nature of the security requirements established by CIA creates conditions which are not found in any other government agencies. Consequently, this Committee is recommending those specific benefits stated below as a part of Plan I with a view to encouraging and developing a true career service in intelligence. The emphasis of the benefits to be made applicable is primarily to offer some compensation to employees or their dependents in the event those risks to which they are exposed result in misfortune or disaster to the individual, such as imprisonment, injury, or death.

- * Committee members Pforzheimer and dissent on the ground that if it is conclusively determined that CIA personnel is covered by Section 1 (d) of the Retirement Act, CIA shall avail itself of this provision and not seek an exemption.

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Report of Committee

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(a) In order to establish permanently some of the benefits recommended, appropriate legislation will be required. By comparison of justifications and reports on somewhat similar legislation, it is felt that CIA's request for the recommended legislation will be considered reasonable. The particular benefits which will require legislation will be so earmarked. With one exception (dependent benefits), virtually similar legislation has been enacted in other instances.

(b) In addition to examining the purposes to be served by a program of this type, the Committee has considered the possible difficulties which will be encountered in its administration. It is felt that, while there are a number of specific details which will require study and development, the program in itself is susceptible to administration with a relative degree of simplicity and integration with other established procedures. At this time no estimates of the cost of the program have been prepared. It is believed that prior to submission of the legislative changes estimates should be prepared, although it is recognized that there is not a great body of experience on which such estimates can be made.

(c) It is intended that the benefits governed by this plan would be available only to appointive employees of CIA who are US citizens. It is proposed that hazardous duties be classed into two categories, Hazardous and Extra-hazardous. Hazardous Service would include all service abroad of any nature whatsoever (including TDY). It is felt that there are hazards to any CIA assignment abroad in the sense that personnel abroad may become potential targets for identification and violence by other nations' intelligence services. Extra-hazardous Service would be determined by a Hazardous Duty Board in accordance with standards to be established by the Director of Central Intelligence. The requirement for Extra-hazardous Service would be actual exposure to risk of bodily harm or death. Eligibility for Hazardous Duty Benefits would be determined by a Hazardous Duty Board, the membership of which would include the following:

Personnel Director, Chairman
Representative of the Office or Staff concerned
Chief, Special Support Staff
Representative of the Legal Staff, Legal Advisor without vote.

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(d) The following benefits are recommended for service falling in the Hazardous category:

(1) A death gratuity amounting to six-months' salary. The amount would be base pay only excluding any overseas allowances, differentials, overtime or extra-hazardous pay.

(2) Benefits of the Missing Persons Act for all employees engaged in hazardous service. Anticipating that employees may be "detained" for long periods of time, additional benefits would be granted to attempt to compensate the individual in that during such detainment he would be denied opportunity of grade promotions.

(3) Application of the standards and benefits of the United States Employees' Compensation Act to the members of the family of the employee who is eligible under the Hazardous Service category.

(4) Additional credit for retirement so that for each year of hazardous duty the individual would receive 1 1/2 years' credit for such duty. Further, for each year of hazardous duty the voluntary retirement age would be reduced by six months. The effect of this benefit would be to enable an employee who had engaged continuously in hazardous service to retire at age 50 with only 20 years of actual service. This system would, in effect, make available to such an individual exactly the same benefits now available to all foreign service officers and to investigative personnel under Section 1 (d) of the Retirement Act. The proposed benefits would be available on a proportionate basis for those individuals who do not serve continuously in hazardous service.

(e) The following benefits are recommended for service falling in the Extra-hazardous category:

(1) All benefits set forth above for hazardous service.

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(2) Additional pay at the rate of 50 percent of base salary, not to exceed, however, \$200 per four-week pay period.

Benefits for Extra-hazardous Service in the United States would be limited to extra-hazardous pay and the six-months' death gratuity.

6. The present world conditions have demanded that the covert offices of CIA make certain preparations to meet a possible national emergency or war. In addition to those activities, the normal work of the covert offices, in the opinion of the Committee, requires action at this time to facilitate the accomplishment of their mission. Consequently, the Committee has examined the basic over-all plan and determined that certain portions of that plan can be implemented entirely within the framework of the existing authorities available to CIA. There are existing problems which would be answered by this plan and at the present time only temporary expedients can be resorted to which, in most instances, require the personal approval of the DCI.

(a) As stated above, no legislation is required for this plan which will be referred to as Plan II. It is pointed out, however, that the benefits are applicable only in those cases where the individuals are employed on Confidential Funds. Almost without exception the cases that need to be covered arise in the covert offices and consequently Plan II in this respect appears to meet the immediate requirements.

(b) As was done in connection with Plan I, this Committee has examined the administrative implementation of Plan II and feels that there are no insurmountable obstacles. Further, Plan II, if approved, would eventually, upon complete approval of Plan I, including the enactment of necessary legislation, merge and result in one over-all plan with a minimum of difficulty.

(c) The specific benefits are:

(1) Death gratuity amounting to six-months' salary.

(2) Benefits of Missing Persons Act including regular increases in salary for those individuals "detained" for long periods.

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(3) Applications of the standards and benefits of the United States Employees' Compensation Act to members of the family of the employee under the Hazardous Service category.

(4) In the category of Extra-hazardous Service, additional pay at the rate of 50 percent of base salary, not to exceed, however, \$200 per four-week pay period.

(d) If Plan II is approved, the necessary administrative regulations, changes in regulations, and other papers will be drafted for signatures of appropriate officials in CIA.

7. The individual members of this Committee have drawn upon their own knowledge and experience to formulate this report. In addition, cooperation has been received from other individuals whose capabilities and experience were such that the Committee felt they would be of assistance in expressing the needs and stipulating the measures necessary to meet those needs. This report, while not signed by the individual members, is a unanimous expression of their views, with the exception noted on page 2. In addition, the details of Plans I and II have been discussed with Assistant Directors for OO, OSO, OPC, and Chief, I&SS. With the exception of the Assistant Director, OPC, whose views are attached, they have concurred in the plans recommended and contained in this report.

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APPENDIX A

**GENERAL PROPOSAL
CONCERNING HAZARDOUS DUTY BENEFITS
TO INDUCE VOLUNTEERS FOR HAZARDOUS SERVICE**

1. The proposals outlined below are based on a classification of hazardous duties into two categories. The categories would be Hazardous Service and Extra-hazardous Service:

(Benefits would apply only to appointive employees who are US citizens.)

a. Hazardous Service would be defined to include all service abroad of any nature whatsoever (including TDY). Where an employee is assigned to an overseas station on permanent duty and is on temporary duty in the United States, either official consultation or home leave would not be construed to break the service for this purpose. Other types of service would be classified as hazardous in accordance with standards to be established by the DCI, and in this connection each individual case, together with the length of service to be approved as hazardous, would be determined by the Hazardous Duty Board.

b. Extra-hazardous Service would be determined by the Hazardous Duty Board in accordance with standards to be established by the DCI. It is intended that the standards be set very high in order that only truly worthy cases would be considered eligible. The principal element to be considered as a requirement for eligibility under Extra-hazardous Service would be actual exposure to risk of bodily harm or death.

2. The membership of the Hazardous Duty Board would include the following:

Personnel Director, Chairman
Representative of the Office or Staff concerned
Chief, SSS
Representative of the Legal Staff, Legal Advisor without vote.

The Personnel Director would be responsible as the recorder of the Board. Procedures would be established by which the recorder would

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prepare appropriate certifications in order to establish an individual's right to additional benefits. It is recommended that the Board, in appropriate cases, be authorized to approve individual cases retroactively. It is further intended that if it is determined by the Board that an individual met the standards established by the DCI he would be entitled to the benefits flowing therefrom as a matter of right. Consequently, a recommendation by his superior that he be so considered would not be an essential requirement. The determinations required under 3. c. would be made by the Board.

a. In order that the Board could fulfill its responsibility in determining whether individuals met the standards established by the DCI, all cases of death, injury or illness while abroad would be brought to the attention of the Board by the appropriate personnel office. In addition, supervisors of individuals who may be eligible for benefits under this program would be directed to bring such cases to the attention of the Board.

3. The benefits to be available to individuals in the category of Hazardous Service would be:

a. In the cases of individuals qualifying there would be granted a death gratuity amounting to six-months' salary. The amount to be considered would be base pay only, excluding any overseas allowances, differentials, overtime or extra-hazardous pay. Such amount would be payable to the beneficiary designated by the employee in writing, or, in lieu of such designation, to the estate. The legislation establishing such benefits should clearly indicate that such amount is payable over and above, and shall not be considered an offset or an election in connection with, benefits payable under the United States Employees' Compensation Act. Precedent for such benefits exists in connection with the Armed Forces and members of the Public Health Service.

b. Under paragraph 5.3 of the Confidential Funds Regulations, persons paid from such funds are entitled to the benefits of the Missing Persons Act. It is proposed that all persons eligible under the Hazardous Service category

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would receive such benefits. Anticipating that there may be cases where individuals are "detained" for long periods of time, certain additional benefits would be granted to attempt to compensate for the fact that the individual, during such detainment would be denied the opportunity of attaining grade promotions. Consequently he would be entitled to receive increases in his pay (and allowances) at appropriate periods. The increase would be equal to the amount he would receive at the next higher grade to which he could be promoted. At such time the allowances to which he would be entitled would be recomputed on the basis of the increased salary. The waiting period for increases would be one year between each increase until the salary was equal to that which would be received by an employee at the grade level of a GS-9. Thereafter, the time period between each increase would be two years. The maximum salary level would be the salary which would be received by an employee at the grade level of a GS-15. While step-increases would be a negligible factor under this scheme, they would be granted in a manner similar to existing procedures.

(1) It is not intended that the same allowances, payable to the employee at the time he becomes detained, missing, etc., be paid to his designated beneficiary. Rather, it is intended that only appropriate allowances be paid. For example, in the case of a single man having no dependents where he would be receiving his quarters and allowances, there would exist no justification for continuation of the quarters allowance if he were missing or detained, since he would not be paying for such quarters. Also, in the case of an individual whose wife had been at the station with him and had been returned to the United States after the capture of the employee, a separation allowance would be more appropriate than continuation of the old quarters allowance. Post differential and other allowances would be paid in a similar manner.

c. It is also proposed that appropriate regulations be established or legislation be drafted to authorize the application of the standards and benefits of the United States

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Employees' Compensation Act to the members of the family of the employee who is eligible under the Hazardous Service category. The members of the family would be as defined in the Standardized Government Travel Regulations. Since the standard for granting benefits to the employee is whether the employee was injured in the performance of his duty, a new standard would be established for the members of the family. The standard would be that the injury, illness or death must be determined as having a causal relationship to the employee's duties. Generally, this benefit would be for application in overseas areas.

(1) Certain presumptions should run in favor of the beneficiaries of this legislation. If there is a reasonable basis on which there could be raised a presumption that the employee was a target because of his duties, the causal relationship between the wife's injury and the employee's duties is thus established.

d. Additional credit for retirement in accordance with attached paper entitled "Recommended Plan for Legislative Changes in the Retirement Act for CIA Employees Who are Engaged in Hazardous Duties".

4. In the category of Extra-hazardous Service, the employee would be eligible for all of the benefits set forth for Hazardous Service. In addition he would be authorized additional pay at the rate of 50 percent of his base salary, not to exceed, however, \$200.00 per four-week pay period. However, benefits for extra-hazardous service in the United States would be limited to the extra-hazardous pay and the six-months death gratuity. It is intended that the Hazardous Service Board would circumscribe the period for which the individual would be eligible to secure this additional pay. The establishment of eligibility to run indefinitely would be avoided by appropriate procedures and review actions. Other elements to be considered in determining the period of eligibility for Extra-hazardous Service pay would be treatment afforded other employees of the Agency under the same or similar circumstances. Uniformity of benefits afforded employees is to be desired where the duties entail the same degree of risk.

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5. It has been suggested that an additional benefit be granted those engaged in Extra-hazardous Service by providing for the payment, in the event of their death while engaged in such service, of an amount of \$10,000 to their designated beneficiaries. Without recitation of the technical details, such a scheme has been found infeasible due to the fact that under the United States Employees' Compensation Act the beneficiary would be required to elect which benefit should be received. Consequently, in the average case no purpose would be served by offering the payment of such a benefit. However, the election does not apply in the case of proceeds of life insurance policies. Therefore, it appears highly desirable to encourage very strongly all individuals who are about to engage in extra-hazardous duties to procure insurance from the War Agencies Employees Protective Association. This insurance is term insurance for which the employee must pay \$12.50 per month. The face value of the policy is \$10,000 for those employees receiving an annual salary in excess of \$1200. However, in event of death, the sum of \$11,000 is paid on the policy of face value \$10,000, and in the event of accidental death a total of \$21,000 is paid out. Appropriate security arrangements exist with the Association whereby the employees of CIA are covered by a number, and the names are not known to the Association except upon the death of the employee while insured. It is recognized that employees should be encouraged to take this insurance where they are going abroad in Hazardous Service. However, due to the risks entailed where the employee will be in Extra-hazardous Service, additional effort should be expended to encourage the employee to protect his family or dependents in the event of his death.

6. The above proposals have been submitted basically in outline form. The justifications for each item and the administrative handling should receive careful consideration. This part of the study is not intended to furnish the reasons or the justification for the recommended proposals.

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APPENDIX B

**RECOMMENDED PLAN FOR LEGISLATIVE CHANGES
IN THE RETIREMENT ACT FOR CIA EMPLOYEES
WHO ARE ENGAGED IN HAZARDOUS DUTIES**

1. a. Under the present Civil Service retirement system an employee may retire at age 60, upon completion of 30 years' service.

b. Under the Foreign Service Act a participant who has 20 years of service to his credit and has reached the age of 50 years is entitled to retirement. It should be noted also that creditable service under the Foreign Service Act for service in the military apparently is limited to those cases where an individual is on leave of absence from the service.

c. Under the provisions of the Civil Service Retirement Act relating to FBI personnel and others whose duties are primarily the investigation, apprehension or detention of persons suspected or convicted of offenses against the criminal laws of the United States, such individuals may retire at age 50 where they have rendered at least 20 years of service.

It should be pointed out in connection with the latter category of people that the Civil Service Commission, upon recommendation of the head of the agency concerned, determines whether the employee is entitled to retirement under these special provisions.

2. The methods of computing the annuity in the above cases are set forth below:

a. (Civil Service System) The individual's average salary for his highest five consecutive years is used as a factor and multiplied by 1 1/2 percent and then multiplied by the total number of years of service. There is a limitation of the annuity in that it may not exceed 80 percent of the average salary for the highest five consecutive years of service. This disregards the alternative computation where the average salary is less than \$5,000.

b. (Foreign Service Provision) The annuity of a participant is calculated as 2 percent of his average basic salary not exceeding \$11,500 per annum for the five years next preceding the date

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of his retirement, multiplied by the number of years of service not exceeding 30 years.

c. (FBI, etc. system) The individual, if determined to be eligible under the special provisions, is entitled to an annuity equal to 2 percent of his average basic salary for any five consecutive years of allowable service at the option of such officer and employee, multiplied by the years of service not exceeding 30 years.

3. The security objections to the method used for determining eligibility under c. in paragraph 1. above appear to be fairly obvious if such a procedure were to be applied to employees of CIA. In connection with members of the Foreign Service, the administrative difficulties become apparent on examination and, we believe, are recognized by the Department of State. It becomes increasingly difficult to determine whether a particular individual should or should not be in the preferentially treated class. Also, uniformity for individuals under similar circumstances seems eminently desirable.

4. The following plan is an initial suggestion for an amendment to the Civil Service Retirement Act applicable to CIA. The initial date from which extra credit could be computed would be stated as 20 October 1946. The date of 22 January 1946 initially recommends itself as the date from which extra credit should be computed since that is the date on which CIG came into existence. As a practical matter, the date of 20 October 1946 is recommended since on that date personnel abroad were hired en masse as members of CIG.

a. For each year an individual was engaged in hazardous duty he would receive credit for 1 1/2 years for the purpose of computing years of service under the Retirement Act. Also, each year in hazardous service would lower the voluntary retirement age, now stated to be 60, six months.

b. Days, months and years would be used in the initial computations. Five working days would be computed as one calendar week. However, in computing the annuity, the normal Civil Service rules would be applied.

c. Hazardous service would be defined to include all service abroad of any nature whatsoever. Other types of service would

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be classified as hazardous in accordance with standards to be established by the DCI. Further, each individual case, together with the length of service to be approved as hazardous, would be determined by the Hazardous Duty Board.

5. From the above it will be seen that generally, under the normal Civil Service system, 30 years of service and age 60 are the requirements for retirement. However, an individual who served 20 years abroad would be eligible to retire at age 50 under the proposed amendment and would have credit for 30 years of service. Consequently, it is readily seen that such individual, in effect, receives the benefits of the more liberal retirement laws of the Foreign Service and FBI and other investigatory personnel. There is considerably less leeway in applying discretion, and in the average case there would simply be required mathematical computations.

6. It may be argued that the proposed plan is not as liberal as other plans. In some cases it may not be. In other cases the proposed plan would entitle the individual to a more liberal annuity than under the other two plans, i. e., Foreign Service and investigatory personnel. The increased benefits are directly related to the length of time in which the individual occupies a position to which are attached hazardous duties.

7. It is believed that the required amendment to the Civil Service Retirement Act will be comparatively simple and unrevealing. The benefits accruing to an individual while he was with CIA would be preserved in the event he transferred to another government agency. His creditable service would merely be certified on his Form 2806, which is forwarded to either the Civil Service Commission or the agency to which he is transferring. Upon reading the portion of the Congressional reports relating to investigatory personnel and the Foreign Service, it is believed the proposed legislation could be justified in a very adequate fashion.

8. It is intended that the above plan will be integrated completely within the existing Civil Service retirement plan. Consequently, all other provisions of the Civil Service Retirement Act would remain applicable.

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APPENDIX C

**TENTATIVE STANDARDS FOR THE APPLICATION OF
HAZARDOUS AND EXTRA-HAZARDOUS DUTY BENEFITS**

I. Hazardous Duty

(a) Overseas - PCS

The Hazardous Duty Benefits for this category of service shall be retroactive to 20 October 1946. The records of employees terminated prior to the activation of the Hazardous Duty Benefit Plan shall be examined to establish (with the Civil Service Retirement Commission) the additional service credits earned. Eligibility for benefits shall commence as of the date of departure of the employee from the United States and shall terminate upon the date of arrival in the United States on PCS.

(b) Hazardous Duty - Overseas - TDY

Headquarters staff employees shall be eligible for Hazardous Duty Benefits effective the day of departure from the United States on TDY travel, terminating the date of return to the United States. At such time as additional credit for retirement may be authorized an appropriate form will be devised which will be prepared at the time the travel voucher is processed for the purpose of computing and transferring the additional credit to the individual's permanent retirement records.

(c) Hazardous Duty in the US

At the present time no general circumstances or types of duty in the United States appear to warrant the general benefits of Hazardous Duty overseas. In the event certain duties in the United States are ultimately deemed to be unusually hazardous, but not to a degree warranting Extra-Hazardous Duty compensation, such cases may be declared eligible for appropriate portions of the Hazardous Duty Benefit Plan by the Hazardous Duty Board.

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II. Extra-Hazardous Duty

(a) Extra-hazardous Duty is defined as duty requiring an extraordinary degree of moral courage, or contains inherent dangers to a degree that the possibility of casualty is extremely great or the consequences of mishap are considerably more serious than those incurred in normal employment. Examples of duty falling in this category might include the following:

- (1) Illegal entry of hostile or enemy areas where the act of infiltration will subject the individual to severe penalties if apprehended.
- (2) Active periods of parachuting either as a trainee or participating instructor.
- (3) Continuous or frequent participation in demolition handling, including instructors and trainees participating in activities requiring their use.

III. Hazardous Duty Board

(a) The Hazardous Duty Board shall determine classification of types of duty, eligibility of individuals, period of eligibility, and other appropriate procedural aspects of the Hazardous Duty Plan. The Hazardous Duty Board would rule on each specific case where the payment of benefits would be requested under this part of the over-all benefits available to the employee.

(NOTE: The Committee recommends that standards in Appendix C be worked out in greater detail upon approval of the over-all report by the Director.)

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MEMORANDUM FOR: PERSONNEL DIRECTOR

SUBJECT: Benefits to Induce Volunteers for Hazardous Duty.

REFERENCE: (a) Report of Hazardous Duty Committee.

1. I agree in principle that certain extra benefits should be provided for personnel whose duties require exposure to more than the normal hazards. This is necessary in order to build a serious, permanent service and maintain its morale. On the other hand, I am concerned about overstepping the bounds of what can be reasonably justified as being actual hazardous service for two reasons:

(1) If the proposals cannot be fully justified, they will not be acceptable to the higher echelons in the Government and their presentation could result in some embarrassment.

(2) Furthermore, even if the proposals were accepted, the organization might suffer because of the resultant animosity of other services exposed to similar risks without corresponding compensation.

2. I do not agree that all service abroad is hazardous. It is recommended that the term "overseas service" be adopted in lieu of hazardous service and that "hazardous service" be substituted for what has been labelled extra-hazardous service in the reference document. This change in terminology should make the whole proposal more acceptable to the Agencies of the Government, who will be concerned with it or who will gain knowledge of it.

3. It is recommended that the death gratuity of six months' salary proposed in reference document be limited only to "hazardous"

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service classified in the reference document as extra-hazardous.

4. The grade promotions for persons "detained," the extension of benefits of the U.S. Employees Compensation Act to members of the family of the employee in cases of a causal relationship between the injury or death and the employees' duty and the additional retirement credits seemed to be reasonable for "overseas" duty, classified as hazardous in the reference document. I concur also in the extension of these benefits to hazardous (extra-hazardous) duty and the additional extra pay for specific hazardous duties at the rate of 80 per cent of the base salary, not exceeding \$200 per four-week pay period.



Assistant Director for
Policy Coordination

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Study of the Problem of Additional
Compensation for Hazardous Employments

The Civil Service Commission is charged in Section 803 of the Classification Act of 1949 with the responsibility for conducting a study of the problem of additional compensation for hazardous employments and submitting to the Congress a report of its findings with recommendations for a future policy and plan with respect to the problem.

In order for the Commission to make appropriate recommendations and to provide the Congress with a comprehensive presentation of facts on which to base its decisions, it is necessary to obtain more complete information than is now available in previous reports or in any one agency.

Information is required at this time concerning (1) types of positions considered by the departments and agencies to be hazardous, number of employees involved and the annual payroll cost for each type of position, (2) current practices with respect to the payment of compensation differentials for such positions and, (3) the problems, if any, that have been encountered in the administration of existing hazard pay differential programs, the probable effects of granting compensation differentials where they are not now granted if the policy adopted by the Congress should provide for such action, or of withdrawing differentials now in effect should the policy adopted require such withdrawal.

To assist in the presentation of this information, definitions of the terms hazard and hazardous occupation are stated as follows:

A hazard is a risk incident to the nature of the work, and not a fortuitous circumstance likely to occur to anyone in performing an everyday act. A hazardous occupation is one that involves risk--is perilous or dangerous--to life, limb, or health due to the inherent nature of the job, the working conditions, or both.

It is requested that the outline set forth below be followed in submitting information:

- modify*
- I. A. Cite, by occupational title, those types of civilian positions (both departmental and field within the continental limits of the United States) in the agency, which are regarded as hazardous. Include both positions that are inherently hazardous and those that are hazardous because of environment or other working conditions. If all positions under the occupational title are not hazardous or are not in a hazardous environment, specify the conditions or areas in which the hazards occur. For each type of position cited, provide the following information:

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- 3. Number of employees engaged in each type of position cited as hazardous.
- 4. Approximate annual payroll for each type of position cited.
- ✓ 5. Rate of any differentials now being paid in recognition of hazard. Include information concerning positions where special differentials are added to base pay on a continuing basis or for specific periods when hazards are present.
- 6. Approximate annual cost of differentials for each type of position cited.
- II. Describe problems, if any, that have been encountered in the agency in the administration of existing hazard-pay differential programs.
- ✓ III. Indicate probable effects in the agency should additional compensation be granted for positions not now covered by hazard-pay differential programs.
- IV. Indicate probable effects in the agency if present hazard-pay differentials should be withdrawn.

Due to the time limits set by Congress for a report of this study, the above information should be submitted to the Civil Service Commission, Personnel Classification Division) Washington 25, D. C., not later than May 15, 1962.

June 15th